

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

AMARC INSTRUCTION 37-158

11 MARCH 1997



Information Management

**DISTINGUISHED VISITORS AND VISITOR
CONTROL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Davis-Montham AFB WWW site at: <http://www.dm.af.mil/AMARC>. If you lack access, contact your Publishing Distribution Office.

OPR: AMARC/CCP (Rose Heiden)
Supersedes AMARC 11-1, 25 Apr 1989

Certified by: AMARC/CD (R. Schoneman)
Pages: 9
Distribution: F

This instruction establishes the procedures and responsibilities for handling Distinguished Visitors and other official visits to the Aerospace Maintenance and Regeneration Center (AMARC). It implements AFPD 37-1, *Information Management*. It applies to Financial Management (FM), Aircraft Management (LA), Logistics (LG), and Plans (XP) Directorates, the Naval Air Systems Command Detachment Field Services Office (NAVAIR DET FSO) and the Defense Reutilization and Marketing Office (DRMO).

SUMMARY OF CHANGES: Changes regulation to instruction and changes office symbols throughout instruction. It also updates the instructions and regulations used as references.

1. GENERAL. The command section must be informed of all pending official visits to the Center by persons from outside organizations to make sure the subject matter, conclusions, recommendations, and so forth, are made known and become a matter of record. This instruction supports this need and also provides general visitor control.

2. TERMS EXPLAINED.

2.1. Visitor. All persons on official visits to AMARC (except those who have been issued an AF Form 1199C, **USAF Restricted Area Badge**, or an AMARC Form 91, **Temporary Badge**, in accordance with BR 125-7, *AMARC Entry and Control Procedures*).

2.2. Distinguished Visitor (DV). A DV is defined as: (1) any general or flag officer, (2) any government official with rank equivalent to a Brigadier General or higher, (3) any foreign military officer or other individual designated a DV by the Under Secretary of the Air Force for International Affairs (SAF/IA), (5) Commander's Distinguished Visitors (CDV) or other DV group or individuals designated by SAF/IA, the Commander or Vice Commander and (6) any government employees in grades GS/GM-15, or higher, and Senior Executive Service (SES) positions; civilian community leaders, that

is, mayors, state delegates, city council members, and anyone who has made a substantial contribution to the nation or Department of Defense. It also applies to military officers in the grade of O-6 (active, retired, reserve and guard) and above.

2.3. Functional Office of Primary Responsibility (OPR). This will be the activity that sponsors, escorts, tours, briefs in and out, or is most involved in the subjects to be discussed during the visit.

2.4. Protocol OPR. The AMARC Protocol Office (CCP) will be the single point of contact in AMARC for protocol matters relating to DVs.

3. RESPONSIBILITIES AND PROCEDURES.

3.1. AMARC/CCP will monitor all official visits to AMARC. CCP does not authorize visits/tours to AMARC; all requests for visits/tours received by CCP will be coordinated with the command section for acceptance or rejection of the visit/tour.

3.2. AMARC/CCP will be the AMARC OPR for all DV visits. The Protocol Handbook, "Till Wheels are Up," and Distinguished Visitor Checklist (see attachment 1) will be used for these visits.

3.3. Requests for or by foreign personnel to visit AMARC must first be approved by the Secretary of the Air Force International Affairs Division (SAF/IADV). Coordination of approval must be received by AMARC/XPX (Foreign Disclosure Policy Officer, FDPO) prior to visit. FDPO will coordinate with FSO on requests received for foreign military sales (FMS) visits involving Navy aircraft. The FSO will accept or reject the visit and assign an OPR, as required.

3.4. When an AMARC activity receives a verbal request for a visit/tour, they will ask the requester to send a verification letter/message, specifying the DoD sponsor or requester, purpose of visit/tour, names of visitors, and inclusive dates of the proposed visit. A copy of this letter/message will be forwarded to AMARC/CCP.

3.5. Notification of visits must be received by AMARC/CCP no later than Tuesday of the week prior to the week of the visit. This timeframe allows for coordination and resolutions of possible conflicting visits and the determination of the availability of personnel. If the message is received by CCP in time to be entered on the weekly schedule of events, no further notification from the OPR is needed.

3.6. In case a letter/message is not received by CCP, the OPR must process an AMARC Form 39, **Visitors and Coming Attractions Information Sheet**. The form must reach CCP prior to 0900 on Tuesday for entry on the schedule of events.

3.6.1. Also, use AMARC Form 39 for unofficial visits (excluding family and friends) and any event that involves AMARC meeting with individuals or companies from the local community on AMARC issues such as environmental, safety, etc.

3.7. Should a situation preclude prior notification of CCP, the functional OPR will brief the command section on why the visit is of an immediate nature and receive command section approval before approving the visit.

3.8. The FSO will advise the AMARC Workload Branch (FMW) of Navy visitors if the reasons for the visit involve AMARC responsibilities, operations, or may be of interest to the AMARC Executive Director (CD) or Commander (CC).

3.9. The AMARC/CCP will advise the 355th Wing Administration Office (355 WG/CCA) of visits/significant events that will affect the Wing Significant Events Calendar.

3.10. The 355th Wing Public Affairs office is OPR for all news media, photographers, journalists, etc., visits.

4. ADMINISTRATIVE ARRANGEMENTS.

4.1. AMARC/CCP will notify the 355th Wing Protocol Officer (355 WG/CCP) of visits by DVs, and will follow the DV Checklist in Attachment 1. DRMO and Navy/FSO will perform these functions for DVs to their respective activities if the reasons for the visit do not involve AMARC responsibilities or operations.

4.2. The functional OPR will make all arrangements for official visitors, other than DVs, to include escort service, controlled area badges, billeting and transportation (on and off base) and AMARC tours. If your briefing or tour will contain classified information, visitors' security clearances should be verified prior to their arrival. TDY orders will not be used as a means to verify security clearances. Requests for escorts will be IAW AMARCR 11-3, *Escort Service*.

4.3. The FSO will be the functional OPR for approved Navy Foreign Military Sales visitors and will make all administrative arrangements including the in and out brief. AMARC/FMW will coordinate funding requirements directly with the Naval Office of Technology Transfer and Security Assistance.

5. TERMINATION OF VISITS.

5.1. At the end of each visit and before the visitors leave, the affected director, division chief or designated representative will determine whether the CC or CD should be contacted to see if they would like to be briefed on the nature, purpose and results of the visit.

5.2. If a briefing is requested, it will include problems found and their resolutions, recommendations, conclusions, directed actions and so forth.

5.3. If a briefing is not requested, a Memorandum for Record will be prepared stating that the CC or CD was contacted and that no further action is required.

5.4. If CC/CD is not notified, the director or division chief will, within 24 hours after the visit, send to CCP a Memorandum for Record for inclusion in the CC/CD read file. The memo will list all the data that would have been provided by the briefing.

5.5. For Navy visits, the FSO will provide a briefing to CC/CD, if required.

6. REPORTING.

6.1. A report must be made on each official visit by members of Congress, staff members of congressional committees, personnel from the General Accounting Office, or representatives from the Bureau of Budget or Office of the Secretary of Defense. Applicable procedures and formats are contained in AFI 90-401, *Air Force Relations with Congress*, (AFMC Supplement 1, paragraph 5.2) and AFI 65-401, *Relations with the General Accounting Office* (paragraph 3.5). A report will be prepared by the functional OPRs and sent to the CC/CD for signature; one copy will be sent to XPX (Foreign Disclosure Policy Officer) for the master file. A report for other categories of DVs will be accomplished by AMARC/CCP and submitted to HQ AFMC/CVP in accordance with their letter, 18 Sep 95, "Distinguished Visitor (DV) Reporting."

OFFICIAL

ANN E. EDWARDS
Chief, Information and Publications Branch

Attachment 1

DV CHECKLIST

DISTINGUISHED VISITOR CHECKLIST

ITEM	COMPLETED	REQUIRED	NOT REQUIRED	OPR/REMARKS
1. Visitor Information				
- Visitor Rank/Name				
- Date/Time of Visit				
- Number in Party				
- US or Foreign				
2. Notifications				
- Biographies Obtained				
- WG/CCP Notified				
- 12 AF/CCP Notified				
- AFMC/CVP Notified				
- Base Agencies/Units Notified				
3. Billeting				
- On/Off Base, Room #				W/CVP(3600), Bil- leting(3309)
- CC Welcome Note				
- Welcome Package (brochures, maps, etc.)				
- Pre-Registration				
-- Keys to Greeter				
-- Room Inspected				
- Fruit Basket				
- Misc Info Provided				
4. Ground Transportation				
- Staff Cars Requested				W/CVP(3600)
- Drivers Requested				W/CVP(3600)
- CC Car or Van				
--Clean Vehicles				XPXV(8480)
-- Vehicle Placards				CC or CD
5. Arrival				

ITEM	COMPLETED	REQUIRED	NOT REQUIRED	OPR/REMARKS
- Greeter Identified				
- Marquee Prepared (Kolb, Hosp, Main Gate, Base Ops)				XPII(8781) W/PA(3204)
- Media				W/PA(3204), XPX, Terry(8448)
- Baggage Detail				
6. Itineraries				
- Items Included				
-- Arrival				
-- Meals				
-- Briefings				
-- Tours				
-- Departures				
- Times Established				
- POCs Identified				
- Greeters identified at each location				
- Interpreters Assigned				
- Uniform Established				
- Itinerary sent to visitor				
- Spouse Itinerary				
- Escort for spouse				
7. Meals				
- Formal(See "Till Wheels Are Up" Handbook)				
- Informal				
-- Time				
-- Location				
--- O'Club - Table or Room				
----Contract with/Manager				O'Club(3301)
----Welcome at Marquee				
----Big Screen TV&VCR				
--- Golf Course Snack Bar (Breakfast)				

ITEM	COMPLETED	REQUIRED	NOT REQUIRED	OPR/REMARKS
--- Bowling Alley (breakfast)				
--- Kachina Kitchen				
-- Payment				
--- Club Card or Cash				
--- Party Pro Rate List				
--- Include Tax and Gratuity				
-- Funding for Socials(see AFI65-603)				
-- Attendees Notified				
-- Uniform Established				
-- Reservations Made				
-- Menu Ordered or Go Thru Line				
-- Religious or Dietary Restrictions				
-- Reserved Parking Signs				
-- Table Inspected				
8. Briefings				
- Date/Time				
- Briefer(s) Identified				
- Attendees Notified				
- Conference Rm Reserved				CC Secretary
- Flags Requested				
- Comm Support Requested				
- Podium Requested				
- Uniform Established				
- Slides Prepared				OPR
-- Check Projectors				
- Place Cards Prepared				
- Seating Planned				
- Refreshments Arranged				
- Dry-Run Arranged				
- Photographer Requested				Base Photo(3406). XPX, (8448)
- Reserved Parking Signs Posted				

ITEM	COMPLETED	REQUIRED	NOT REQUIRED	OPR/REMARKS
- Remove any info that is not Public Domain				
- Name Plates				
-Name Tags				
9. Photo Lab Support				Base Photo(3406), XPX,(8448)
- Photographers Identified				
- Dates/Times Coordinated				
- Disposition of Negatives				
- Place in AMARC Album				
- Transportation/escort for photographer				
10. Graphic Support				Base Graphics,3510
- Place Cards Prepared				or OPR
- Briefing Slides Prepared				
- Seating Boards				
- Executive Book Covers				
11. Security				
- Send Letter to Hosp or Kolb Gate				Security Manager's Signature(8809)
- Special Protection Requested				
- Route Maps Provided to SPS				
- Classified Material Storage				
- Security Clearances Verified				
- Secure area for classified briefing				
- Foreign disclosure notification				FDPO,J. Parham (8953)
- Notify AMARC Job Control				LAII (8777)
12. Departure Dates/Times Identified				
- Commercial/Mil Air				
- Greeter Notified				
- Transportation to Airport				

11 MARCH 1997

9

[illegible]